

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAMAS SCHOOL DISTRICT
AND THE
CAMAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

The Camas School District (“District”) and the Camas Association of Educational Office Professionals (CAEOP) hereby confirm the following agreements, related to changes in working conditions and school operations due to the unprecedented COVID-19 virus outbreak and state-mandated closure of schools:

Compensation and Benefits

1. No employee on a continuing or leave-replacement contract shall lose pay as a result of the school closure(s) related to COVID-19.
2. The District will continue to pay any extra-curricular, stipends, and all other supplemental contracts that have been issued.
3. No personal, sick or unpaid leave shall be deducted from an employee under the following conditions:
 - a. If an employee is directed by a health professional or agency to be quarantined, either because of close contact with a person who has a lab-confirmed case of COVID-19 or because they have tested positive for COVID-19.
 - b. If an employee falls into one of the health-related at-risk categories (people who have serious chronic conditions like heart disease, diabetes or lung disease) and has a doctor’s note.
 - c. If an employee has recently returned from one of the Level 3 countries and has proof of travel (airline receipt/ticket).
 - d. An impacted employee shall code these instances as “Emergency Covid-19,” which shall then be converted to District paid leave.
4. An employee who suspects they are ill from Covid-19 and opts to stay home, and thus is unable to work onsite or remotely due to their illness shall be granted five (5) days of District paid Emergency Covid-19 leave. Any additional sick leave days shall be deducted from their personal sick leave balance or remaining leave balances. An employee may also request shared leave.
5. Employees who were eligible for insurance benefits prior to the Covid-19 pandemic shall maintain their benefits and the employer paid portion of the monthly premium.

District Responsibilities

6. The District will follow OSPI guidelines for waivers related to COVID-19. The school year will be extended to June 19th.
7. The District will assist in community and nation-wide efforts to limit the spread of COVID-19 by encouraging social distancing and remote working.

8. The District shall utilize school email, the District website, social media sites, and communication directly to the CAEOP President to announce COVID-19 related information.
9. The District will provide end of year staff performance evaluations by June 26th consistent with the collective bargaining agreement and/or OSPI directives.
10. The District will provide opportunities for those employees with supplemental extended days contracts to fulfill their respective responsibilities.
11. The District will ensure that each worksite has adequate cleaning supplies, including disinfecting wipes and hand sanitizer. Employees are not required to clean or sanitize; however, these supplies will be available for their use. Employees should not purchase cleaning supplies and should contact the custodian or building administrator for cleaning needs.

CAEOP Classified Staff Duties during the Closure

12. Classified Staff will adhere to the following work expectations:
 - a. The CAEOP President will work with all classified staff in the bargaining unit to develop a menu of work tasks to be completed by the bargaining unit; a list of these items shall be made available in a shared Google document. The CAEOP President will consult with Human Resources to create additional job appropriate tasks as needed.
 - b. Classified Staff will be allowed to work remotely in a location of their choosing throughout the closure in consultation with their supervisor.
 - c. Classified Staff will be allowed to enter and work in buildings using social distancing during the closure unless notified of school closures for deep cleaning or other reasons. Staff may bring their children with them if necessary.
 - d. Classified Staff who work remotely will be expected to provide the same level of accessibility, time and attention to their duties as those who choose to work onsite.
 - e. Classified Staff will check emails, respond to correspondence, and avail oneself remotely or onsite by choice for any scheduled meetings and professional development opportunities Mondays-Fridays beginning March 17th through April 23rd except for March 20, spring break and April 24. Classified Staff will have a choice to attend scheduled meetings remotely or onsite.
 - f. Classified Staff can flexibly work their FTE hours as long as they adhere to (e).
 - g. Classified Staff will use the appropriate leave if unable to complete duties as described in this section. The CAEOP bargaining team members will be exempt from duties during any bargaining sessions.
 - h. Classified Staff will assist in the processing and distribution of report cards for elementary and secondary schools.
13. If a classified employee cannot perform their duties and needs to take any kind of leave, they will contact their building administrator.

14. This agreement will be reviewed as necessary if requested by the District or the Association throughout its use.

This MOU shall be in effect for the remainder of the 2019-20 school year and shall end August 31, 2020. All other provisions of the collective bargaining agreement remain in full effect.

Dated this 17th day of March, 2020.

For the District:

Original Signature on File

Marilyn Boerke

For the Association:

Original Signature on File

Shauna Ruse